Business Warehouse Reporting
Personal Services Summary Report – Unclassified Positions

- ✓ **Click on Workbooks icon**

- ✓ **Locate the folder titled: Business Warehouse – Folders Only and then locate the Biennial Position Budgeting folder**

- ✓ **Double click on Personal Services Summary – Unclassified Positions**

- ✓ **Place cursor in cell "A1" of worksheet**

- ✓ **Click on the refresh icon in the SAP Business Explorer toolbar**

- ✓ **Fill in Fiscal Year**

- ✓ **Fill in Business Area**

- ✓ **Fill in Funds Center**

- ✓ **Fill in Fund (optional)**

- ✓ **Check query selections by clicking on scales**

- ✓ **Click the Execute icon or press F8 to execute the query**

- ✓ **Report will be formatted to print on letter size paper. DO NOT MAKE ANY FORMATTING CHANGES TO THIS REPORT BEFORE YOU SAVE IT TO YOUR AGENCY'S BW FOLDER.**

- ✓ **Click on blue save icon in the BW toolbar**

- ✓ **Click on "Save as a New Workbook"**

- ✓ **Scroll down to your Agency folder**

- ✓ **Click on the 2003-05 folder within your agency folder**

- ✓ **Type the report name in the "Description" box**

- ✓ **Click OK**

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
Biennial Personal Services Summary - Unclassified Positions

Agency Name	AR STATE LIBRARY
Agency Code	0519
Appropriation Name	Library-State Oprs
Appropriation Code	054
Fund Name	St Lib Acct-State
Fund Code	EPA0100

Pay Grade	Job	Position	Designation		Actual	Budget	Agency Request 2003-04	Agency Request 2004-05	Recommendations Executive 2003-04	Recommendations Executive 2004-05	Recommendations Legislative 2003-04	Recommendations Legislative 2004-05
9947	9947 ED DIRECTOR STATE LIBRARY	22082108	BL	Base Level	80,850	82,952	85,109	87,321	0	0	0	0
Total No. of Pos.		1			1	1	1	1	0	0	0	0